



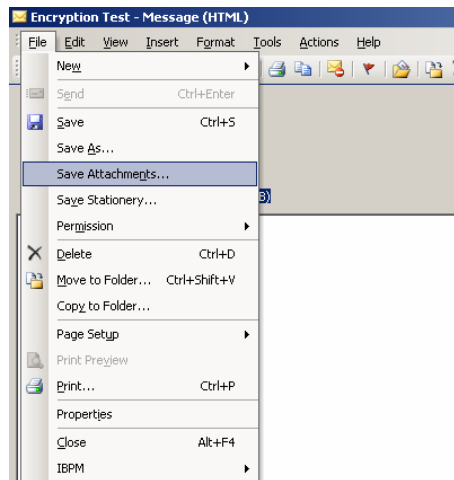
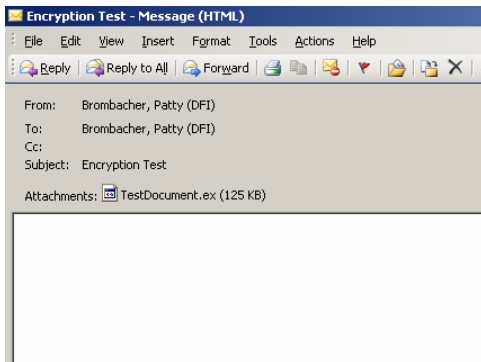
How to Decrypt a File Encrypted Received via E-mail

Hints:

You will not be able to open the encrypted file unless you first save it and then change the filename extension from “.ex” to “.exe”.

Part I - Saving an e-mail attachment

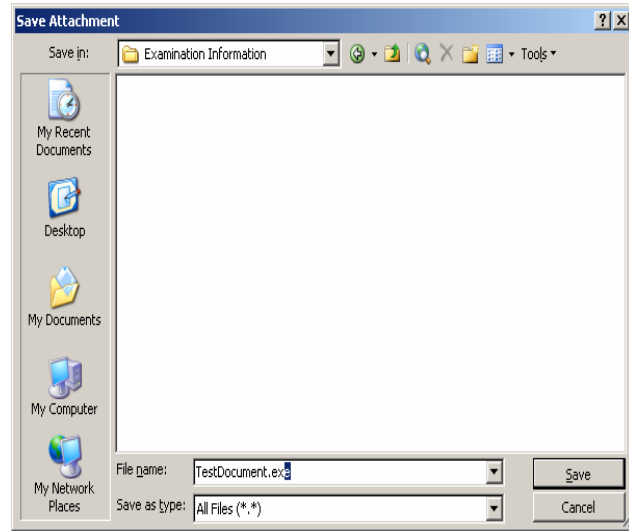
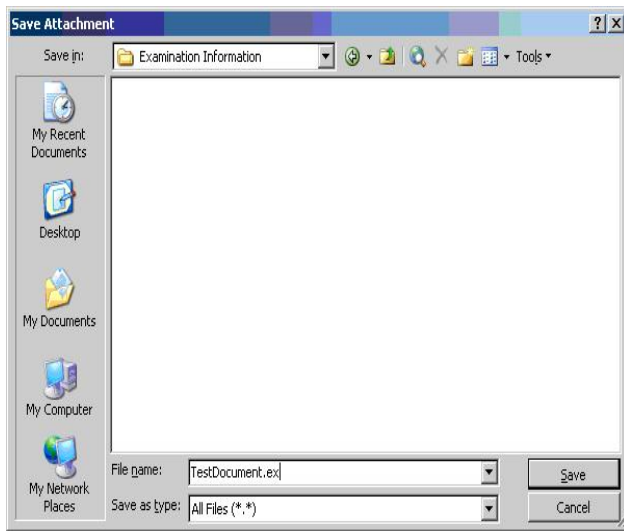
1. To save the attachment, click on **File** and select **Save Attachments...** (Save the attachment where you would normally store the files.)



2. In the **File name** field, change the extension from “.ex” to “.exe” as shown in *Figure 1* and *Figure 2* and then select **Save**.

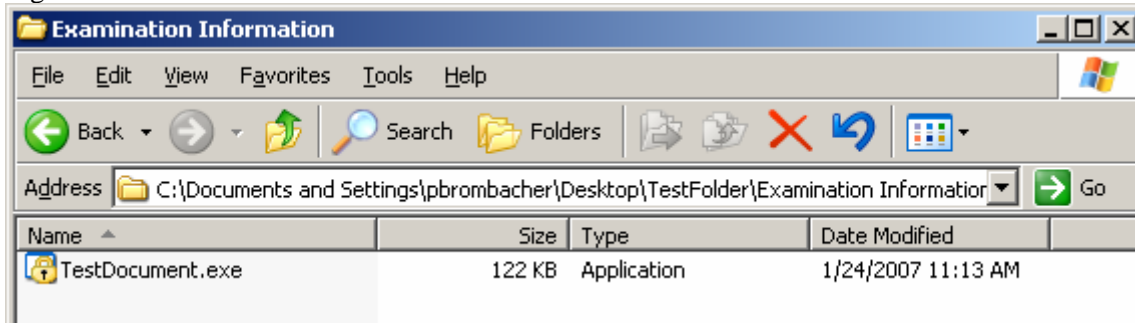
Figure 1.

Figure 2.



The resulting document should have the image of a lock over a small white box with blue borders, as shown in *Figure 3*.

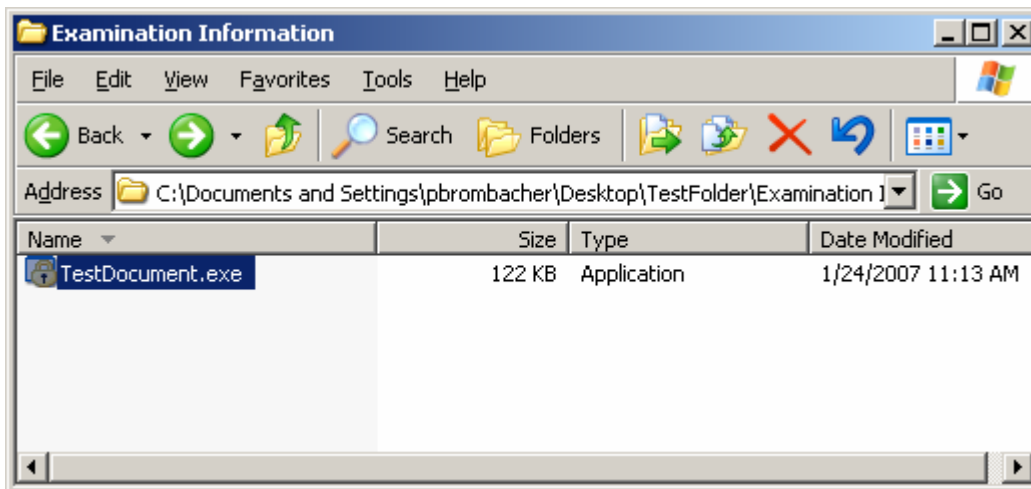
Figure 3.



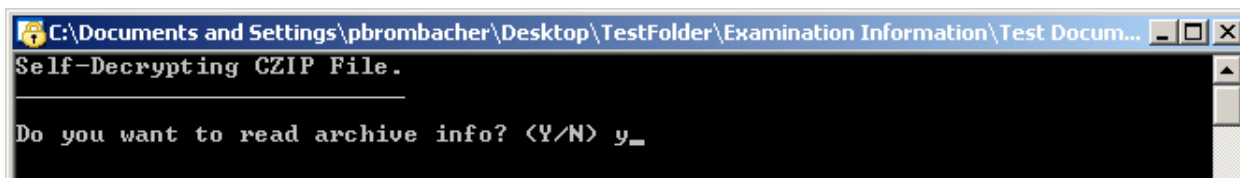
Part II - Decrypting a File

Only after saving the e-mail attachment and changing the file name extension to **.exe** can you unzip and decrypt an encrypted file.

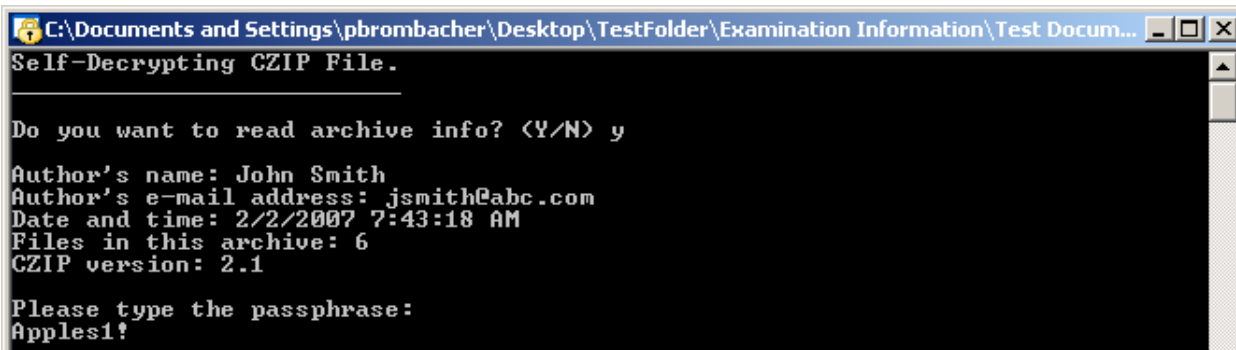
1. Locate the file that you will decrypt and double-click on it.



2. Type **Y** (or **y**) and press **Enter** to read the archive information.



3. When prompted, enter the **passphrase** (or secure password) used during file encryption.



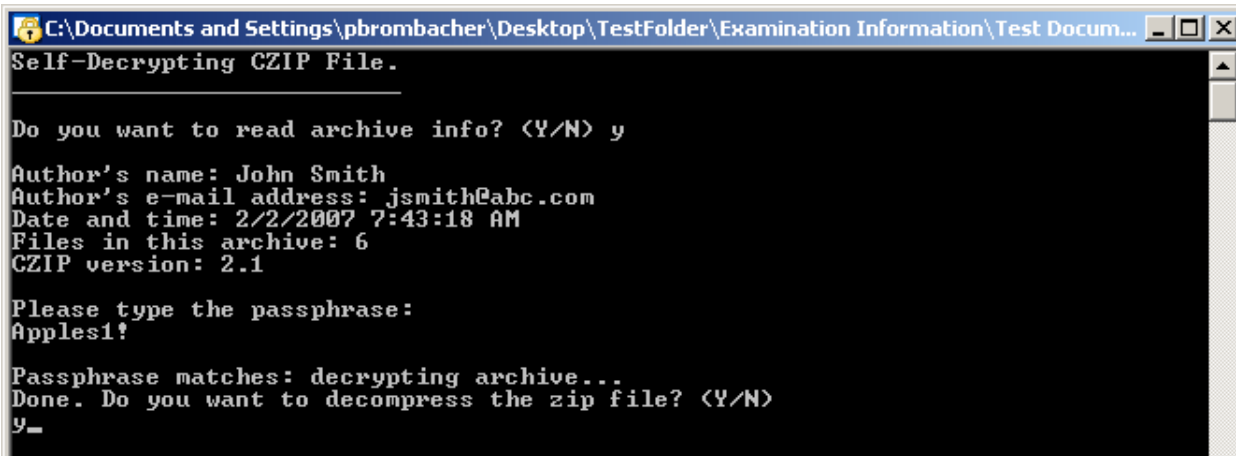
```
C:\Documents and Settings\pbrombacher\Desktop\TestFolder\Examination Information\Test Docum...
Self-Decrypting CZIP File.

Do you want to read archive info? <Y/N> y

Author's name: John Smith
Author's e-mail address: jsmith@abc.com
Date and time: 2/2/2007 7:43:18 AM
Files in this archive: 6
CZIP version: 2.1

Please type the passphrase:
Apples1!
```

4. Next decompress the file by typing **Y** (or **y**) and press **Enter** when prompted.



```
C:\Documents and Settings\pbrombacher\Desktop\TestFolder\Examination Information\Test Docum...
Self-Decrypting CZIP File.

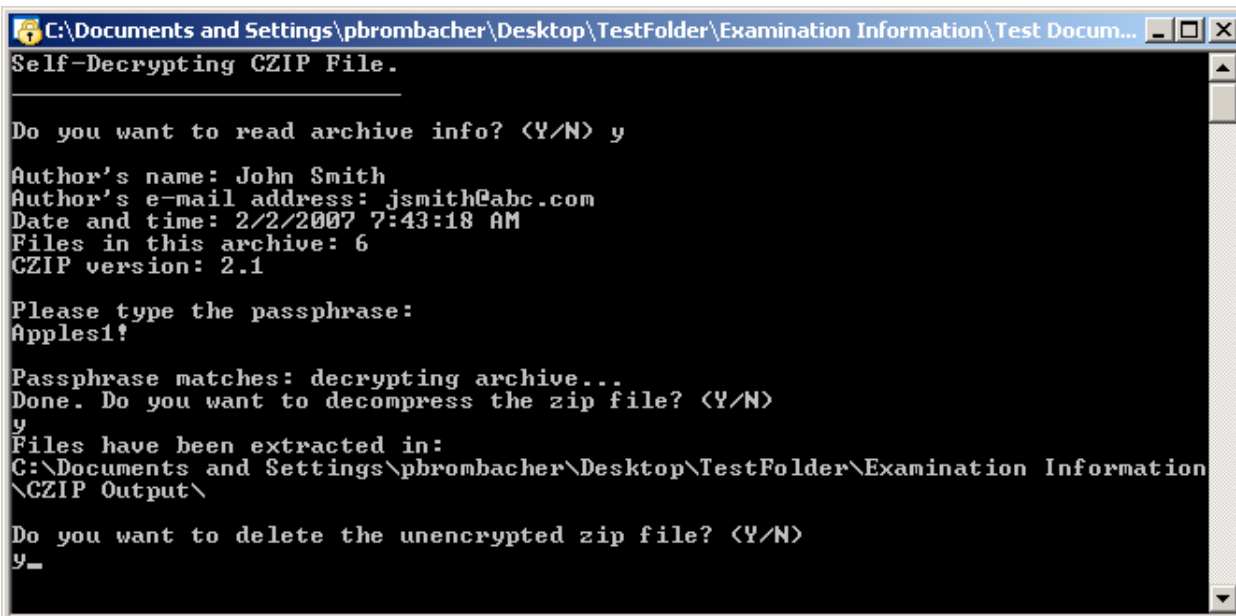
Do you want to read archive info? <Y/N> y

Author's name: John Smith
Author's e-mail address: jsmith@abc.com
Date and time: 2/2/2007 7:43:18 AM
Files in this archive: 6
CZIP version: 2.1

Please type the passphrase:
Apples1!

Passphrase matches: decrypting archive...
Done. Do you want to decompress the zip file? <Y/N>
y_
```

5. Next delete the unencrypted .zip file by typing **Y** (or **y**) and press **Enter** when prompted. (NOTE: If you choose not to delete the .zip file, it will appear in the directory where the original encrypted file was saved.)



```
C:\Documents and Settings\pbrombacher\Desktop\TestFolder\Examination Information\Test Docum...
Self-Decrypting CZIP File.

Do you want to read archive info? <Y/N> y

Author's name: John Smith
Author's e-mail address: jsmith@abc.com
Date and time: 2/2/2007 7:43:18 AM
Files in this archive: 6
CZIP version: 2.1

Please type the passphrase:
Apples1!

Passphrase matches: decrypting archive...
Done. Do you want to decompress the zip file? <Y/N>
y
Files have been extracted in:
C:\Documents and Settings\pbrombacher\Desktop\TestFolder\Examination Information
\CZIP Output\

Do you want to delete the unencrypted zip file? <Y/N>
y_
```

The decrypted file will appear as “CZIP Output” in the same folder where the original encrypted file was saved. You can access the files that were e-mailed to you by opening the **CZIP Output** folder. (**Caution:** Do not attempt to open the CZIP Output folder until you have completed Step 5.)

